

Bi-lingual applicants encouraged to apply

Opening Date:	August 7, 2014	Closing Date:	August 21, 2014
Job Title:	Judiciary Clerk III	Position Type:	Regular Full Time
PIN:	000844	FLSA Status:	Exempt
Location:	District 6, Montgomery County Silver Spring, Maryland	Grade/Entry Salary:	J7 \$32,033 - \$38,000
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: The Judiciary Clerk III performs specialized clerical work at the advanced level such as greeting and assisting the public, police, attorneys and court personnel, responding to inquiries regarding the proper completion of various court related forms and providing information regarding court policies and procedures. The incumbent prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures and enters data into automated systems. This position works closely with the Judge and Court Administrator and serves as a courtroom clerk, assisting with preparing/generating paperwork for signatures, reviewing and completing dockets before returning to the proper section of the court, as well as the maintenance, operation, and organization of the courtroom. This position will be designated as essential personnel and may be called in during emergencies (e.g. inclement weather conditions and staff shortages). Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Three years of clerical experience to include one year of experience working in a trial or appellate court.

-OR-

One year of experience in the fields of criminal justice, parole and probation, legal, or other related field where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Skills/Abilities: Ability to communicate effectively with the public and provide information in a polite and efficient manner both in person and on the telephone. Ability to remain calm and patient when dealing with citizens that are in stressful situations and to treat them with respect. Ability to communicate effectively with court staff and ancillary agencies; maintain effective and harmonious working relationships with office staff. Ability to be organized, efficient, and to prioritize work. Ability to understand and carry out complex written and verbal instructions, and to accept direction from supervisor. Ability to exercise tact and understanding in high pressure situations. Ability to operate a PC and enter data accurately. Ability to maintain and use detailed filing systems; knowledge of alpha and numeric filing systems. Knowledge of modern office practices, procedures, and equipment. Knowledge of basic English and arithmetic. Considerable knowledge of District Court criminal and traffic procedures, along with forms and documents used as well as departmental rules and adhere to them. Maintains respect of viewpoints and cultures of others. Ability to consistently produce the volume of work assigned under normal circumstances. Ability to work independently through minor problems without seeking supervisory assistance. Comply with Judiciary policies and be punctual for work. Ability to accept changes and adjustments to work assignments as necessary. Willingness to cross train and learn other areas of court work. Ability to multitask in high pressure working environment of the courtroom. Ability to anticipate judge's needs when recording in courtroom. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. You may also include with your application, a cover letter and resume. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.